



March 24, 2017

Attention: Prospective Bidders

Subject: Request for Proposal (RFP) Addendum No. 1 to JPL RFP No. BAK-2624-935432

This addendum is provided to all proposers for clarification of the subject RFP.

- 1) Question: How many locations will require delivery of office supplies? Is it just the one at 4800 Oak Grove Drive? Will vendors be required to deliver to the receiving dock or will multi-department delivery be required?

Answer: There will be delivery to only one location, 4800 Oak Grove Drive, Pasadena, CA 91109. Delivery will be to JPL's central dock, for distribution to individual users by JPL personnel. The vendor will not deliver shipments to users' desks or offices.

For any other delivery related questions, refer to the Specimen Subcontract, 13.0 Delivery or Performance Schedule.

- 2) Question: What is JPL's preference to the sub categories of small business from the following list:

VOSB (Veteran Owned Small Business)
SDVOSB (Service Disabled Veteran Owned Small Business)
SDB (Small Disadvantaged Business)
WOSB (Women Owned Small Business)
HUBzone (Historically Under Utilized Business)

Answer: JPL's only requirement is that the Small Businesses meet the NAICS codes identified. There is no preference as to subcategories for this solicitation.

- 3) In order to accurately reflect the scope of work, two NAICS codes will be accepted under this procurement: 453210 (Office Supplies and Stationery Stores) and 424120 (Stationery and Office Supplies Merchant Wholesalers).

The following areas in the document *Request for Proposal* are revised to reflect this information:

- a) Paragraph Four of the Cover Letter, found on Page one (1), is deleted in its entirety and replaced with:

This procurement is a 100% small business set-aside, and vendors with North American Industry Classification (NAICS) codes of 453210 or 424120 are invited to submit a proposal.

- b) General Instructions, Page three (3), Part 3.0: North American Industry Classification System (NAICS), Paragraph one (1) is deleted in its entirety, and replaced with:

The North American Industry Classification System (NAICS) codes for this acquisition is either **453210 or 424120**.

The RFP due date is not changed by this addendum.

As required by the RFP's General Instructions, indicate receipt of this and any other addendums relative to the subject RFP. Attachment A-4 must be submitted to JPL with your proposal.

Sincerely,

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Subcontracts Manager

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